



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
280 GROVE STREET JERSEY CITY, NJ 07302
P: (201) 547-5217 F: (201) 547-5022



STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Policy Aide to the Deputy Mayor

Department: Mayor's Office

Division: Mayor's Office

Exempt/Non-Exempt: Exempt

Workweek: 40 hours, and as needed

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement and more.

Under limited supervision, performs a variety of routine and complex organizational duties for the Deputy Mayor, with a focus on community development, social services and public-private partnerships. The work involves considerable engagement with staff across City departments and with a wide range of external organizations across the City. Candidates should possess good judgment, excellent problem-solving ability, strong writing and oral communication skills, an ability to meet deadlines, and exceptional project management capacity.

Job Duties:

- Develops, implements and monitors project management plans for key initiatives including workforce development, youth summer employment and enrichment, community justice, public art and other community development initiatives;
- Works collaboratively with diverse range of individuals and organizations to ensure successful implementation of mayoral priorities and initiatives;
- Assists in planning, development and facilitation of convenings, meetings and community events;
- Drafts correspondence, proposals, reports and research memos as needed;
- Develops and maintains an ongoing awareness of national, state and local legislation and events and evaluates their potential relevance and impact;
- Attends, and maintains records of, conferences, public hearings, community meetings, and other public meetings and events as requested by the Deputy Mayor;
- May supervise clerical support staff and/interns and take direction from senior staff; and
Performs other related duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Educational Background: Bachelor's degree required. Graduate degree in public policy, public administration or related field.

Preferred Experience: Prior public sector, nonprofit or philanthropic experience.

Essential Skills:

- Ability to establish and maintain effective working relationships with other City of Jersey City employees, public officials and the general public;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines;
- Strong oral and writing skills.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).